



## MEMORANDUM

TO: Superintendents and Charter School Sponsors

FROM: Melissa K. Ambre, Director  
Office of School Finance

DATE: November 24, 2009

SUBJECT: REMINDER- Second DOE-ME Membership Report for all Corporations and Charter Schools

**This memorandum serves as a reminder that a second DOE-ME Membership Report count will take place on December 1, 2009.** IC 20-43-4 requires school corporations to submit three Membership Report counts each school year. This is an ADM count only (no Voc30A count), and is submitted through the Application Center on the ME report. Please be sure your building level personnel and technology area are aware of this count.

The data layout for this submission may be found at the following web address:  
<http://www.doe.state.in.us/stn/Sections/ME/Membership.html>. This layout document contains valuable information on each ADM type and should be used as reference to assure all students you are eligible to count are included in your count. The timeframe for the submission of this data is between December 1, 2009, and December 11, 2009. The sign-off period will run from December 11, 2009, until midnight December 18, 2009. Although the count is for reporting purposes, you are required to print, sign and mail us a hard copy of your corporation's report. The printable view option that contains signature lines will not be available to schools until the end of the conflict resolution/cleanup period.

If you have questions concerning the count, please call us toll free at 866-234-1414 or local at 317-232-0840.